

CHECK REQUEST PROCESSES

For paper checks sent through the U.S. Post Office we project the following schedule for 2007:

Projected Payroll Schedule

Time & Date of File Transmission To ADP	Date That Payroll Departs ADP	Pay Date	Payroll Frequency
12/19/2006	12/27/2006	1/1/2007	1 per month
1/23/2007	1/29/2007	2/1/2007	1 per month
2/20/2007	2/26/2007	3/1/2007	1 per month
3/22/2007	3/28/2007	4/1/2007	1 per month
4/20/2007	4/26/2007	5/1/2007	1 per month
5/22/2007	5/29/2007	6/1/2007	1 per month
6/21/2007	6/27/2007	7/1/2007	1 per month
7/23/2007	7/27/2007	8/1/2007	1 per month
8/23/2007	8/29/2007	9/1/2007	1 per month
9/20/2007	9/26/2007	10/1/2007	1 per month
10/23/2007	10/29/2007	11/1/2007	1 per month
11/20/2007	11/28/2007	12/1/2007	1 per month
12/19/2007	12/27/2007	1/1/2008	1 per month

For lost, expired, not received or misplaced paper checks:

- You may request a replacement check after the 10th of the month.
- To request a replacement check, contact our office toll free at (888) 286-3544. **Please note: once you have placed this request and a stop payment has been made, that check will no longer be valid.** If you receive the check in the mail after you have requested a replacement, please send the original check back to our office.
- We will verify the check has not been cashed and re-issue a new check. This process will take approximately 2 business days.